



Parking Implementation and Governance Committee Meeting Minutes

Meeting Date: Monday, March 25, 2019

Time: 8:00 to 9:00 am

Location: Town Manager's Conference Room, Town Hall Annex

Members in Attendance: Howard Muise, Linda Butt, Corey Rateau, Daniel Amstutz, Phyllis Marshall, Joe Curro

Guests in Attendance: Mike Buglio

Public Comments: Mike Buglio, owner of the Book Rack on Medford Street, said there was no snow clearance around the parking meters on Medford Street over the winter. He didn't know if a contractor couldn't be found to do the snow clearance, or if DPW was doing it. He sees it as a very visible usage of the parking meter revenue and wants to make sure it is coordinated for the next winter season. The committee discussed the issue, and it was noted that parking control officers would usually not ticket when the meters were blocked in due to the snow. DPW worked to clear sidewalks and crosswalks after snow events, which was of particular concern for students to be able to cross the street and get to Arlington Catholic. Joe Curro noted that instituting pay by phone would make the situation less challenging because drivers would not need to physically access the meters to pay.

Meeting minutes: Minutes of 01/14/19 approved.

Update on New Meter Collection and Maintenance Vendor: Phyllis Marshall noted Republic Parking is the new vendor and has been working since February 1. They are collecting from the meters twice per week. They are also doing meter maintenance and are helping her order parts from IPS. A sticker will be placed on the parking meters telling users to call Republic about maintenance issues instead of the Town. So far Marshall is very pleased with them. Corey Rateau said he is no longer receiving calls or messages about meter maintenance issues.

Parking Benefit District Financial Report: Marshall provided an update on the parking meter revenues to date and projections to the end of the fiscal year. Revenues are projected to be \$520,000 by the end of the fiscal year. These appear to be lower than expected which may be due to the persistent maintenance issues last year. She will have a better idea of revenues at the next meeting and for the next fiscal year. Howard Muise asked if there are any clear seasonal variations to the revenues. Marshall noted that there was around holidays and other times.

Repair to Sidewalks in Arlington Center and Broadway Plaza Update: Daniel Amstutz said the layout design for Broadway Plaza from Crowley Cottrell has been given to VHB to develop into

construction plans. VHB is also doing the sidewalk repair plans for Arlington Center. The repairs will be a combination of Parking Benefits District funds (\$186,500) and Chapter 90 funds. The scope of work is from Pleasant Street to Pond Lane.

PIGC Charter: Amstutz presented a revised PIGC charter and a copy of the original charter for review. He explained that DPCD staff worked with the Town Manager to make revisions to the PIGC charter to expand and clarify its scope. Instead of being focused mainly on implementing the parking meters in Arlington Center, the committee would be looking at commercial parking throughout the town. The list of representatives was also reworded and updated based on a broader level of representation, to include the Department of Public Works and businesses from around Arlington. Amstutz noted this is a revision up for discussion and comments and changes are welcome.

Rateau said the three business representatives proposed should be from Arlington Heights, Arlington Center, and East Arlington, as opposed to being from anywhere in the town, so there is an equitable distribution of representation. Linda Butt noted her concern that the revised charter did not include representation from institutions that are not businesses, such as Arlington Catholic. Curro suggested changing the wording to “businesses or major institutions” to accommodate this. Marshall noted that if meters are installed in other places outside of the Center, Republic Parking can help identify meter zones to separate out where the revenues are coming from for tracking purposes. Rateau said creating zones could also be helpful for the parking control officers in their day to day enforcement. The committee suggested also adding wording to note that impacts on abutting residential areas as part of the scope, to include issues around on-street parking near Alewife Station in East Arlington. Curro asked Howard Muise if the revised charter encroaches into the responsibilities of the Transportation Advisory Committee. Muise said TAC has done some parking studies in the past, including support work for the Arlington Center Parking Study, but they do not take it up that often. Curro noted the Select Board may have questions about who appoints the neighborhood representative and the business/institutional representatives, and who presides over the meeting. He also said there may be questions about whether to include residential parking in this scope as well. Amstutz explained that the changes are meant to be incremental, so as not to try to cover all residential parking issues at this stage as well as commercial areas.

Amstutz said he would send out the revised charter for additional comments from members who are not in attendance at today’s meeting.